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Participant Specific Training Certification

This form is completed for those who provide in-home services such as Child Care, Daily Living Skills, Mentoring, and or Respite. The Parent/Employer is to train the Employee/Provider on the below topics.

Based on experience, education and or training, _____ (employee) meets the knowledge and skill level required for direct services through a fiscal agent to enable them to competently work with the participant to meet the objectives and goals.

Please check the boxes below to indicate the training completed. Any boxes/skill left blank must result in training before employment may start.

	Knowledge/Skill Level Required
YES	Policies, procedures, and expectations of the employer, including training on participant and provider rights and responsibilities; record keeping and reporting; and other information deemed necessary and appropriate.
YES	Information specific to disabilities, abilities, needs, functional deficits, and strengths of the population to be served. This training should be person specific for the child or youth to be served and generally focused.
YES	Recognizing and appropriately responding to all conditions that might adversely affect the person's health and safety including how to respond to emergencies and critical incidents.
YES	Developing interpersonal and communications skills that are appropriate and effective for working with the population to be served. These skills include understanding the principles of person-centered services; person rights; respect for age; cultural, linguistic, and ethic differences; active listening, responding with emotional support and empathy; ethics in dealings with people including: family and other providers; conflict resolution skills; ability to deal with death and dying; and other topics relevant to the specific population to be served.
YES	Understanding of all confidentiality and privacy laws and rules.
YES	Understanding of procedures for handling complaints.
YES	Understanding of the person who needs support, including personal hygiene needs, preferences, and techniques for assisting with activities of daily living including, where relevant, bathing, grooming, skin care, transfer, ambulation, exercise, feeding, dressing, and use of adaptive aids and equipment.
YES	Understanding the personal health and wellness-related needs of the person needing supports including nutrition, dietary needs, exercise needs, and weight monitoring and control.
List relevant training and two years' experience (please attach additional sheet if needed):	

We the Employer and Employee agree that the above training has been completed.

 Parent/Employer Signature

 Provider/Employee Signature

 Date